

0801.0 Youth Independent Living Program

0801.1 Policy Approval Clearance Record

Check one only: <input type="checkbox"/> State Policy <input checked="" type="checkbox"/> Collaborative Policy	This policy supersedes: 0801: Independent Living for Youth effective 2/16/2012	Number of pages in Policy: 14 Date Policy Effective: 04/11/2014
PART Recommendation Date:		Policy Lead: Karla Navarro, SSPS II
DMG Approval Date:	01/17/2014	Policy Lead:
Review by Representative from the Office of the Attorney General:	10/06/2013	Signature: N/A
DCFS Administrator Approval:		Signature: ON FILE

0801.2 Statement of Purpose

- 0801.2.1 Policy Statement:** Child welfare agencies have the responsibility to provide foster youth the opportunity to learn the necessary skill sets to allow them to develop into productive and self-sufficient adults.
- 0801.2.2 Purpose:** The Independent Living Program (ILP) provides foster youth, age 15 and older, ongoing opportunities to learn and gain familiarity with various Independent Living (IL) activities. Ultimately, this program enhances a youth's ability to make adult decisions and to act in a more mature and self-reliant manner. Participation in the ILP provides youth the foundation necessary to successfully transition out of the foster care system and into independence and adulthood.

0801.3 Authority

42 USC § 675; § 677; § 1396
45 CFR Part 1356
NAC 432
NAC 432B.400; 432B.410
NRS 422.2717
NRS 432.017; 432.032
NRS 432.0395
NRS 432B.591 - 432B.595
PL 110-351

0801.4 Definitions

- 0801.4.1 Aged-Out Letter:** A letter written by the IL worker, on the child welfare agency's letterhead, which verifies the youth is eligible to receive services under Nevada AB-94 (FAFFY) and John H. Chafee Foster Care Independence Programs for former foster youth who have aged out of foster care.
- 0801.4.2 Child and Family Team:** Refers to a team that is comprised of family members, friends, foster parents, legal custodians, community specialists and other interested people identified by the family and agency who join together to empower, motivate and strengthen a family, and collaboratively develop a plan of care and protection to achieve child safety, child permanency and child and family well-being.
- 0801.4.3 Independent Living Agreement:** Outlines the rules and responsibilities that a youth must agree to in order to live independently (outside of a licensed foster care placement) and permits the youth to directly receive funds for their living expenses in the same amount as the basic foster care payment.

- 0801.4.4 Independent Living (IL) Services:** Services that provide learning opportunities for youth to develop skill sets necessary to become productive, self-sufficient adults.
- 0801.4.5 Independent Living (IL) Worker:** Refers to the child welfare agency caseworker coordinating and/or providing services which are related to moving youth to self-sufficiency or furthering independence.
- 0801.4.6 Permanency Goal:** Refers to the hierarchy of permanency goal options that ensures legal and emotional permanency for a child, which are in ascending order of priority, 1) Reunification, 2) Adoption, 3) Legal Guardianship, 4) Permanent Placement with a fit and willing relative, 5) Other Planned Permanent Living Arrangement.
- 0801.4.7 Post-secondary Education:** Education taking place following graduation from high school or attainment of a GED. Post-secondary education can refer to community colleges, liberal arts colleges, universities, vocational schools, trade schools, institutes of technology or professional schools.
- 0801.4.8 Secondary Education:** High school education or General Education Degree (GED) program.
- 0801.4.9 Post 18 Services Agreement:** An agreement between the youth that is remaining under court jurisdiction at 18 and the child welfare agency. This Post 18 Services Agreement identifies the terms and stipulations of the agreement.
- 0801.4.10 Transitional Living Plan:** Refers to the written plan that addresses both the federal requirements for transition planning 90-days prior to a youth turning age 18, along with addressing the goals required by Nevada law for youth who remain under court jurisdiction at age 18.
- 0801.4.11 Youth Plan for Independent Living (YPIL):** Refers to the document used to identify both long term goals and short term objectives and correlative services to prepare the youth for adulthood.

0801.5 Policy Requirements

0801.5.1 Youth Assignment Referral to Independent Living Program (ILP)

Youth in foster care who reach the age of 15 must be assigned to the IL program within 45 days of their birthday. When a youth is older than 15 upon entering foster care, they must be assigned to the IL program within 45 days of entering the child welfare system. The youth assignment/referral to the IL program must be completed in UNITY.

0801.5.2 Youth Engagement and Assessment

- A. Once a youth is referred for IL services, the IL worker will meet with the youth and the youth's caregiver face to face to explain the Independent Living Program (ILP), answer any questions they may have and conduct the Casey Life Skills Assessment (CLSA).
- B. The CLSA can be found online at:
https://caseylifeskills.secure.force.com/clsa_homepage
- C. This assessment must be completed by the youth and also, when possible, their caretaker. Each jurisdiction/location has its own unique Organization ID for use on the CLSA website.
- D. The CLSA must be conducted within 45 days of the youth's referral to IL services.

0801.5.3 Youth Independent Living Planning

- A. The youth's plan for independent living services is developed in addition to their family case plan and permanency plan. The Youth Plan for IL includes preparation for transition to adulthood in the areas of education, employment, health management, life skills development, family and community connections, leadership development, enrichment

activities and obtainment of personal documents. ILP activities are strategically selected to help the youth meet his/her goal(s) and include structured events and individual, youth-driven activities. Also to be considered in the planning process is the emotional permanency of the youth, in which they have a healthy and positive relationship with at least one caring adult in their life. When possible and appropriate, assist youth in identifying and developing healthy family connections and developing or maintaining their connections with siblings.

The Youth Plan for IL must be completed within 30 days following completion of the CLSA.

- A. The IL worker will develop the Youth Plan for IL through:
 - 1. Discussion with the youth regarding their CLSA results;
 - 2. Youth's own ideas and wishes;
 - 3. Utilization of the Casey Life Skills *Resources to Inspire* tool, found on their website.
 - 4. Input of the youth's child and family team (CFT).
- B. Youth must be reassessed using the CLSA annually. This reassessment to be completed no later than the anniversary date of the youth's initial CLSA. The Youth Plan for IL must be updated based upon any additions or changes made as a result of the CLSA.
- C. During the 90 day period immediately before a youth exits from care at 18, the IL worker must complete the Transitional Living Plan with the youth.

0801.5.4 IL Case Management

IL case management activities are continuous until the child welfare case is closed. The IL worker assists the youth with the implementation of the Youth Plan for IL through monitoring, performing case coordination, service referral and facilitating the youth's participation in ILP activities. The purposes of case management are to:

- A. Track progress and offer direct guidance and assistance when needed;
- B. Ensures annual CLSA are completed;
- C. Initiate IL planning team meetings; for initial planning and when the Youth Plan for IL requires goal revision or modification;
- D. Facilitate youth participation in structured IL activities and youth-directed activities to support their learning skill sets required for adulthood.
- E. Provide reliable contacts for the youth as he/she builds other family and community connections.
- F. Documentation of all youth's IL activities, youth progress notes and IL worker contacts in UNITY.
- G. Provide a copy of a credit report (without cost) to every youth in foster care who is in or enters care at or after the age of 16 and every year after until exiting care.
 - 1. If a youth enters protective custody after the age of 16 and will be in care longer than 60 days, the case manager is to email the DCFS IL Specialist stating that this youth has just come into the care and custody of your agency and that they will need a credit report. Their credit report must be requested prior to their 90th day in care. This process will continue until such time that the automated UNITY report is complete.
Information that should be included in the email:
 - Youth's full legal name;
 - Youth's UNITY ID number; and
 - Name of worker(s) to receive copies of the credit reports.
 - 2. Assist the youth in interpreting and resolving any inaccuracies found on their report.
 - 3. If there is any evidence that there has been misuse of the youth's information and someone has committed fraud/identity theft each jurisdiction must report this to the

Attorney General's Office. Complete the "Request for Investigation" form to file a report, so that they may investigate if a crime has been committed and if the case should be prosecuted. Submit the form to the Chief Investigator via email or fax it to 775-684-1108.

0801.5.5 Independent Living Agreement

- A. An Independent Living Agreement (ILA) offers a responsible youth the opportunity to live independently in the community; this may occur through living alone, with roommate(s), dorm, or renting a room from a family (i.e. a community mentor home). The youth is allotted a monthly subsidy, which is the same amount as the basic monthly foster care rate, to pay for their room/board and care. To be eligible to live under an ILA the youth must:
 1. Be at least 17 years of age unless approved by the child welfare agency's Director or Rural Region Manager.
 2. Adjudicated into child welfare custody;
 3. Placed in out of home care for at least six months prior to entering into an ILA, unless approved by the child welfare agency's Director or Rural Region Manager.
 4. Be able to "demonstrate IL competency" as determined by the child welfare agency; competencies to include, but not limited to:
 - Transportation – ability to utilize public transportation;
 - Finances – move in costs and first month's living expenses until subsidy check arrives;
 - Education – must be involved in a full time educational program; or be engaged full time in a combination of education and employment;
 - Grades – GPA of a 2.0 or higher;
 - Assessment of Skills – must show that living independently is viable and the youth must be able articulate/demonstrate necessary living skills as determined by the child welfare agency;
 - Behavior – demonstrates responsible behaviors and decision making.
 - Exceptions: Any exceptions to the above must be approved through the child welfare agency administration.
- B. The child welfare agency's IL worker responsibilities within the ILA include:
 1. The IL worker, in conjunction with their supervisor, will evaluate the youth for appropriateness prior to entering into an ILA. An ILA must be in the youth's best interests and any safety concerns must be fully addressed. The IL worker will develop the written ILA with the youth that identifies:
 - Youth's educational program – start date, end date and goals;
 - Youth's responsibilities;
 - Budget – IL worker and youth will develop a monthly budget;
 - Requirements to maintain eligibility for ILA and consequences of non-compliance;
 - Target date for discharge and completion of goals;
 2. The child welfare agency IL worker, in conjunction with the supervisor, must approve the youth's living circumstances and setting.
 - A youth may choose to live in a licensed Independent Living Home, or become a boarder in a community mentor home;
 3. The IL worker will ensure ongoing supervision and guidance to the youth. The youth's well being, ILA compliance and overall progress will be monitored through regular contacts with the youth.
 - First month – 1 contact per week (2 contacts at youth's residence);

- After first month – A minimum of 2 contacts per month (1 contact at youth's residence);
 - Perform a 3 month and 6 month review with the youth and in conjunction with the IL supervisor, to determine suitability of ILA.
4. The IL worker will assist the youth in finding the necessary resources to meet the youth's independent living needs.
 5. The ILA can be terminated by the IL worker if a youth is not in compliance with the ILA requirements. The IL worker must provide the youth a 30 day notification prior to the termination of the ILA.

0801.5.6 Court Jurisdiction – Young persons shall have the opportunity to remain under the jurisdiction of the court beyond age 18 and up to age 21. While under court jurisdiction these former foster youth shall be eligible to receive financial support and Independent Living Services to assist them with their transition to self-sufficiency. It is understood that former foster youth, as with all young people transitioning to adulthood, are likely to make mistakes. Court jurisdiction is to be looked at as a support or safety net for youth as they make this transition. Good faith efforts must be made by the child welfare agency to engage the former foster youth and assist with the transition. Court jurisdiction is intended to provide former foster youth the opportunity to gain their education and/or vocational skills with minimal hardships that may exist when all supports are withdrawn.

- A. At least 120 days before a youth "ages out" of foster care at the age of 18, the IL worker must meet with the youth and the youth's attorney to determine whether the youth intends to request that the court retain jurisdiction over the youth at age 18.
 1. If the youth indicates during the meeting that they do not intend to remain under court jurisdiction, the IL worker is to recommend that the court terminate jurisdiction of the child at age 18.
 - The youth may change their mind at any point before reaching age 18 and request that the court take jurisdiction when the youth reaches age 18.
 2. Youth who have entered into an Independent Living Agreement with the child welfare agency prior to age 18, may request to remain under court jurisdiction upon reaching age 18.
 3. A youth may choose to stay in foster care if they are still in high school and have an expected high school graduation date or receive their equivalency diploma prior to their 19th birthday. They may request that the court take jurisdiction over them after they receive their diploma.
- B. Once a youth decides to remain under court jurisdiction and enters into a Post 18 Services Agreement and Transitional Living Plan, it can only be terminated if:
 1. The child welfare agency, the youth and the youth's court appointed attorney agree to terminate the agreement and jurisdiction.
 2. The court determines:
 - The youth has achieved the goals of their Transitional Living Plan;
 - The youth is not making a good faith effort to achieve the goals of their Transitional Living Plan;
 - The circumstances of the youth have changed in such a manner that it is unrealistic for the youth to achieve the goals of their Transitional Living Plan;
 3. The youth requests that court jurisdiction be terminated;
 4. The youth reaches the age of 21 years.
 5. Under certain circumstances if the child welfare agency has an issue with a youth (see *subsection F.2. of this section*).
- C. A youth who decides to remain under court jurisdiction at age 18 must enter into a Transitional Living Plan and Post 18 Services Agreement with the child welfare agency. While under court jurisdiction, the youth is entitled to receive services and monetary

payment, in an amount not to exceed the foster care payment, from the child welfare agency. These payments can be made directly to the youth or be provided to another entity as designated in the Transitional Living Plan. Upon entering court jurisdiction, the youth will no longer be under the legal custody of the child welfare agency and the proceedings concerning the youth conducted pursuant to NRS 432B.410 to 432B.590, inclusive, will terminate.

- D. During the time the youth remains under court jurisdiction, the child welfare agency must:
 - 1. Develop the Transitional Living Plan with the youth, obtain signatures and submit to the court.
 - 2. Monitor the youth's progress toward the goals of their Transitional Living Plan and adjust the plan.
 - 3. Contact the youth by phone at least once monthly and in-person at least quarterly.
 - 4. Increase the supports surrounding the youth; ensure the youth meets with someone from the community provider of independent living services and any other community resources that provide adult services for mental health, developmental/intellectual disabilities or other adult outreach programs, as applicable to the individual needs of the youth.
 - 5. Conduct a meeting with the youth at least 30 days, but not more than 45 days, before court jurisdiction is terminated to determine if the youth requires any additional guidance.
- E. **Out of State Youth**
 - 1. A youth who moves out of state or is living out of state may elect to stay under court jurisdiction, their plan will be adjusted based on the needs of the youth. The youth may be contacted via video conferencing to meet the quarterly face-to-face contact requirement.
- F. If there is an issue concerning the youth while under court jurisdiction, the youth and child welfare agency must attempt to resolve the issue before requesting a hearing before the court.
 - 1. If the issue cannot be resolved, the child welfare agency or the youth's court appointed attorney may request a hearing before the court.
 - 2. If the child welfare agency wishes to have the court terminate jurisdiction over the youth, the child welfare agency must send a notice to the youth and to the youth's court appointed attorney, informing them that the youth has 15 days in which to request an informal administrative review from the child welfare agency.
 - The informal administrative review must at minimum include a face-to-face meeting with the youth, their court appointed attorney and an administrator of the child welfare agency to discuss the child welfare agency's concerns regarding the continuation of court jurisdiction.
 - If a youth or attorney refuses to attend an administrative review, or refuses to respond to a request for their attendance at the meeting, the child welfare agency must document such and may proceed with the administrative review without the youth or attorney. If a resolution is not reached during the review, the youth or their attorney may request a hearing before the court.
 - If the youth and their attorney agree to have jurisdiction terminated or do not request an informal administrative review, the court must terminate upon notice by the child welfare agency.

0801.5.7 Transitional Living Plan

- A. **Federal Law Requirements:** During the 90-day period prior to a youth turning 18, the Transitional Living Plan section of the Youth Plan for IL must be completed with the youth. The IL worker will meet with the youth to create this plan. The transition plan must be personalized at the direction of the youth and be as detailed as the youth chooses. If the youth remains under court jurisdiction, the IL worker will update the youth's transition plan,

at least 30 days, but not more than 45 days, immediately prior to the youth's planned termination from court jurisdiction. The Transitional Living Plan must include specific options regarding:

1. Housing;
2. Health insurance;
3. Education;
4. Local opportunities for mentors and continuing support services;
5. Work force supports and employment services;
6. Health care power of attorney.

B. **State Law Requirements:** The Transitional Living Plan is meant to assist the youth in transitioning to independence as an adult. The plan must include, without limitation, the following goals:

1. The youth saves enough money to pay for his/her monthly expenses for 3 months.
2. If the youth has not graduated from high school or obtained a GED, the youth is to remain enrolled in high school or program to obtain a GED until graduation or completion of the program.
3. If the youth has graduated from high school or obtained a GED, the youth must:
 - Enroll in a post-secondary education program; or
 - Enroll or participate in a program or activity designed to promote or remove obstacles to employment; or
 - Obtain or actively seek employment, which is at least 80 hours per month.
4. The youth must obtain housing.
5. The youth has adequate income to meet monthly expenses.
6. The youth is able to identify an adult who will be available to provide them support.
7. If needed, the youth has established supportive services to address any mental health or developmental needs.
8. If a youth is not capable of achieving one or more of these goals, goals must be established based upon the needs of the youth.

C. **Post 18 Services Agreement:** This agreement will specifically outline what the youth, who is remaining under court jurisdiction, is agreeing to accomplish; what the child welfare agency is agreeing to provide; any limitations of the agreement and terms for dispute resolution. This agreement will also have a section for a youth to opt out of continued services.

D. **Health Care Power of Attorney:** At the Transitional Living Plan meeting, federal law requires that the IL worker must educate the youth regarding the importance of designating someone to make health care treatment decisions on their behalf if the youth is unable to do so and does not have or want a relative who would otherwise be designated by law to do so.

1. This meeting and the youth's decision to execute or decline this option will be documented on the Transitional Living Plan.
2. If the youth wants to execute a health care power of attorney, the IL worker will provide the youth the opportunity to do so upon the youth's attaining age 18 or legal emancipation.
 - The IL worker will maintain a copy of the health care power of attorney in the youth's case file. The IL worker will ensure the individual designated with the youth's health care power of attorney receives the appropriate documents.

0801.5.8 Case Closure Activities

Regardless of whether the youth is exiting care or is remaining under court jurisdiction at age 18, the child welfare case in UNITY needs to reflect case closure. If remaining under court jurisdiction, a legal status change to "Clark/Washoe/State voluntary >18" and the removal must be end dated in the legal status window. The case closure activities and UNITY summaries need to be completed in either instance.

- A. Complete exit interview with youth 30 days prior to exit or no later than 30 days after exit.
- B. Ensure that youth has been given their certified birth certificate, social security card, any medical or educational records they request as well as their aged out letter. If unavailable, ensure the youth provides an address where their final order and any other documentation can be sent.
- C. Ensure referral and connection has been made with the Chafee/FAFFY after care provider.
- D. Ensure youth's application for aged out Medicaid has been submitted.
- E. Complete closing summary note in UNITY. Summary to include:
 1. Discharge status;
 2. Education status;
 3. Employment status;
 4. Financial status;
 5. Mental health;
 6. Criminal activity;
 7. Substance abuse;
 8. Family functioning;
 9. Referrals.

0801.5.9 Exceptions to IL Services

- A. There are circumstances when a youth may be unable to participate in IL services, these circumstances may be temporary or ongoing. Such circumstances include:
 1. The youth is detained in a detention or correctional facility.
 2. The youth is in a psychiatric facility or residential treatment center.
 3. The youth is incapable of participating in IL services due to significant medical problems or severe developmental disability.
 4. The youth is in runaway status.
 5. The youth has demonstrated a general inability or unwillingness to comply with the requirements for independent living services.
- B. The IL worker will complete the section in the Youth Plan for IL form that documents the youth's exception for participating in IL services. The youth must sign the Youth Plan for IL unless the youth is physically incapable or on runaway status. If necessary, the youth's signature may be provided through the use of a facsimile machine.

0801.5.10 IL Service's Funding – Current & Former Foster Youth

The IL worker refers youth to outside IL providers through the "Independent Living Provider Referral" form (FPO 0801B).

- A. **Chafee Foster Care Independence Program:** The federally funded Chafee IL Program provides foster youth ages 15 to 18 and former foster youth between the ages of 18 up to

21 the additional resources required to transition to self-sufficiency/adulthood. Services that can be provided with Chafee funds include:

1. For youth ages 15 to 18 –

- Assistance to obtain a high school diploma;
- Career exploration and vocational training;
- Job placement and retention;
- Training in daily living skills;
- Training in budgeting and financial management skills;
- Substance abuse prevention;
- Preventive health activities (including smoking avoidance, nutrition education, and pregnancy prevention); and
- Eligible financial assistance (class ring, cap & gown, senior pictures, college application fees, etc.).

2. For former foster youth 18 up to 21 years of age –

(Appropriate support and services that complements the youth's own efforts to achieve self-sufficiency and recognize and accept their personal responsibility in making the transition from adolescence to adulthood)

- Services identified in subsection 1;
- Prepare for and enter post secondary training and education institutions;
- Personal and emotional support through mentors and the promotion of interactions with dedicated adults;
- Housing assistance;
- Counseling;
- Employment;
- Education;
- Eligible financial assistance (transportation, utilities, driver's education, etc.)

B. Financial Assistance to Former Foster Youth (FAFFY):

1. FAFFY funds may be used to assist former Nevada foster youth ages 18 up to 21. In addition, FAFFY funds may be used for current foster youth, ages 17 and up, who are identified as certain to remain in foster care until a minimum of age 18. Based upon need, FAFFY funds may be used to provide goods and services, including, without limitation:

- Room and board;
- Housing assistance;
- Job training;
- Vocational services, including, without limitation, job placement assistance;
- Educational assistance;
- Medical insurance;
- Services to reduce high-risk behaviors in the former foster youth; and
- Mental health services

C. Education and Training Vouchers (ETV): The purpose of ETV is to provide financial assistance for post-secondary training and education to youth who have aged out of foster care or who have left foster care after age 16 for adoption.

D. Access to Other Post-Foster Care Services and Resources: In addition to child welfare agency-managed aftercare programs, the adult social services programs in the State (e.g., substance abuse or mental health treatment, services and supports for citizens with developmental disabilities) are available to youth who have aged out of foster care.

These programs are available from a variety of public and private agencies in the community.

1. Each of these programs has different eligibility requirements based on the youth's needs and other factors. It is important to assist the youth in identifying and understanding how to access these post-foster care services and supports.

E. **Medicaid – “Independent Foster Care Adolescent” (IFCA):** As part of the Transitional Living Plan, the IL worker will discuss the process for the youth to continue their Medicaid eligibility upon exiting the foster care system. Once the youth's exits care, the following needs to occur:

1. The one page, Aged-Out of Foster Care Medicaid Application needs to be available.
2. Submit application to the Department of Welfare and Supportive Services (DWSS) along with any other required documentation. To the Carson City District Office, ATTN: Aging Out Program; 2533 N Carson Street #200, Carson City, NV 89706.
3. To maintain their Medicaid eligibility, ensure the youth understands they are required to report to DWSS any of the following:
 - Address change;
 - Moving to another state;
 - Pregnancy;
 - Birth of newborn;
 - Third party insurance.

0801.5.11

Chafee NYTD: The National Youth in Transition Database (NYTD) will collect case-level information on youth in care including the services paid for or provided by the State agencies that administer the Chafee Foster Care Independence Program (CFCIP), as well as the outcome information on youth who are in or who have aged out of foster care. The initial three year period for data collection begins on 10/1/2010. Youth placed in a foster care setting, whose 17th birthday occurs between 10/1/2010 and 9/30/2011, and that have received IL services are the baseline population for the initial NYTD survey.

- A. NYTD requires collection and reporting of basic demographic data on youth receiving independent living services in 14 broad categories:
1. Independent living needs assessment;
 2. Academic support;
 3. Post-secondary educational support;
 4. Career preparation;
 5. Employment program or vocational training;
 6. Housing education and home management training;
 7. Budget and financial management;
 8. Health education and risk prevention;
 9. Family support and healthy marriage education;
 10. Mentoring;
 11. Supervised independent living;
 12. Room and board financial assistance;
 13. Education financial assistance;
 14. Other financial assistance.

- B. A baseline survey is conducted with youth in foster care at age 17 (within 45 days after their birthday). A follow up survey will be conducted with these youth at ages 19 and again at age 21 to collect and report information about the following youth outcomes:
1. Financial self-sufficiency;
 2. Experience with homelessness;
 3. Educational attainment;
 4. Positive connections with adults;
 5. High-risk behavior;
 6. Access to health insurance.
- C. Nevada will collect and report outcome information on a new cohort of youth every three years. All outcome information with the exception of demographics must be obtained directly from the youth and reflect the youth's provided response.
- D. More detailed information on NYTD is available in the FPO 0802 NYTD Policy.

0801.5.12 Timelines:

Table 0801.1: Youth Independent Living Program

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
Youth are referred to IL Services at age 15	Within 45 days	Upon youth's 15 th birthday or entering care if 15 or older	Permanency Worker & Supervisor	Completes referral for IL Services and sends to IL Supervisor
Assignment of IL Worker	Within 3 business days	Receipt of referral	IL Supervisor	Assigns an IL worker for youth
Acceptance of case	ASAP	Upon receipt of referral	IL Worker	Acceptance and review referral and contact permanency worker for further information as needed
Complete CLSA	Within 45 days	Upon receipt of referral	IL Staff	Administer the CLSA to youth and caregiver
Develop Youth Plan for Independent Living	Within 30days	Upon completion of CLSA	Designated Independent Living Case Worker (may be permanency worker in agencies not having separate IL Unit)	Indicate in UNITY on the ILP Program Enrollment Screen (CFS 112)
Completion of objective/task set in Youth Plan for IL	As determined on plan	Date of Plan	Youth with coordination by IL worker	Coordination of services for youth by IL worker
Documentation of contact must be made within 5 days of contact	5 days after contact	Date of contact	IL worker	Documentation in UNITY must be completed within 5 days of contact
Provide youth with a yearly credit report	Each year youth is in care	Beginning at age 16	IL Staff	Provide a copy a credit report to each child in foster care 16 and older and assistance in interpreting and resolving any inaccuracies
Begin discussion regarding decision-making process for transition	Within 60 days after the youth's 17 th birthday	Youth's 17 th birthday	IL worker and/or permanency worker	Begin decision-making process for transition

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
Discussion of youth remaining under the custody of court jurisdiction	120 day prior to the youth's 18 th birthday	At least 120 days prior to youth's 18 th birthday	IL Worker	Meet with youth & youth's attorney to determine if he/she is going to request to remain under court jurisdiction upon their 18 th birthday
Transitional Living Plan	within the 90 day period prior to 18 th birthday	Youth at age 17 $\frac{3}{4}$	IL worker and/or permanency worker	Development of the Transitional Living Plan
Exit Interview	Within 30 days of exiting care	Exit Date	IL worker and/or permanency worker	Provide youth originals of birth certificate, social security card; provide proof of termination of wardship, Health Care Power of Attorney, Medicaid application and any other necessary assistance or documentation.
Update UNITY status: case closure or change legal status to "Clark/Washoe/State voluntary >18"	Youth exits care or youth remains under court jurisdiction.	Exit Date or for court jurisdiction at age 18	CW caseworker	Ensure case closure activities are completed: Exit Interview, referral to Chafee/FAFFY provider, applied for Medicaid, completed closing summary note in UNITY.
For mandated baseline cohorts, NYTD survey must be completed by the youth.	Within 45 day after identified youth's 17 th birthday	Identified youth's 17 th birthday	Independent Living Caseworker/Permanency worker	Indicate in UNITY on the ILP NYTD Screen
Exit interview to prepare for termination of court jurisdiction	30 days prior to termination of court jurisdiction	No sooner than 45 days prior to termination of court jurisdiction	IL Worker	Determine if youth needs further guidance prior to termination of court jurisdiction.

0801.5.13 Forms and Tools:

0801.5.14 Documentation:

- A. Document all ILP activities (e.g. youth activities, progress and plan updates). This includes ensuring that all documentation is provided to the youth's primary caseworker.
- B. Case File Documentation (paper): All forms required by this policy.

Table 0801.2: Case File Documentation for Policy 0801

File Location	Data Required
Dependent on agency policy	All hard copy documents

- A. Electronic Documentation (UNITY): **UNITY** documentation from IL Policy and Practice requirements.

Table 0801.3: UNITY Documentation for Policy 0801

List the UNITY screen number	Data Required
<ul style="list-style-type: none"> IL Program Referral (CFS380) ILP Referral Assignment (CFS381) Independent Living (CFS112) IL Plan Approval (CFS112A) Case Note Text (CFS088) Chafee Tracking (CFS112D) 90 Day Transition Plan (CFS112D) ILP Services and Funding (CFS382) Legal Status (CFS100) Removal Status (CFS029) Service Authorization (CFS191F) 	<ul style="list-style-type: none"> Youth Referral for ILP Services Assignment of youth to IL Worker IL Enrollment / Assessment Exception / Termination Supervisor Approval of Youth Plan for IL IL Case Note & Type IL Services Delivered Transition Planning Request type, Service, Focus area / Fund for, Provider, Start date Update UNITY status: case closure or change legal status to "Clark/Washoe/State voluntary >18" for youth opting into court jurisdiction End date legal status for youth on court jurisdiction Update youth service authorization if they are on ILA or court jurisdiction

0801.5.10 Child Welfare Agency Supervisory Responsibility:

- A. Ensure mandated timeframes for youth IL planning and/or services are met
- B. Approval of Youth Plan for IL
- C. Approval of Exception to IL Services
- D. Oversight and approval of ILA
- E. Oversight and approval of Voluntary
- F. Approval of Transitional Living Plan
- G. Documentation of 90 day case staffing regarding IL services & outcomes
- H. Approval of case closure

0801.6 Child Welfare Agency Policy Compliance Requirements

0801.6.1 Development of Internal Policies:

- A. Child Welfare Agencies must meet the requirements of this policy.

0801.7 State Responsibilities

0801.7.1 Participants in Policy Development

- A. DCFS FPO; DCFS Rural; WCDSS; CCDFS; IL Service Providers

0801.7.2 Technical Assistance

N/A

0801.7.3 Policy Impacts:

- A. State Plan Reference:
 1. Transitional Living Plan,
 2. Durable Power of Attorney for Healthcare Decisions

0801.8 Policy Cross Reference

- A. FPO 0202 Case Closure Policy
- B. FPO 0204 Case Planning Policy
- C. FPO 0802 NYTD Policy

0801.9 Attachments

- A. FPO 0801A - Youth Plan for Independent Living
- B. FPO 0801B - Independent Living Provider Referral
- C. FPO 0801C - Durable Power of Attorney for Healthcare Decisions
- D. FPO 0801D – Post 18 Services Agreement – Rural Region and Washoe County
- E. FPO 0801E – Agreement to Continue Court Jurisdiction – Clark County
- F. FPO 0801F - Request for Investigation